

Delegation Decision-making Grid

The Delegation Decision-making Grid was developed as a tool to assist nurses in making delegation decisions. The tool provides a scoring mechanism for seven elements that should be considered when making delegation decisions. The use of this grid builds on the overall assumption that the activity/task being performed is within the nurse's scope of practice, and that the Nursing Practice Act and Rules support delegation. The proposed delegation should also be consistent with agency policy. The grid can be used to support sound delegation decisions. This document is intended to be used in conjunction with the resource describing the Five Rights of Delegation and provides a framework for assessing the client's needs, the skills of the UAP, the licensed nurse, the activity, and the potential harm in delegating an activity.

The rating of the identified elements assists the nurse in evaluating the circumstances, client needs and available resources (including UAP and nurse competence) to support the delegation decision. A low score would indicate that the activity could be safely delegated, a high score would caution against delegation. For example, if the level of client stability is ranked 3 (*client condition is unstable or acute or is has a strong potential for change*) and the UAP being considered for performing the activity also is rated 3 (*novice in performing activities and in working with defined client population*), that activity should not be delegated to that UAP. Each facility or agency would be expected to establish a policy regarding the level of score deemed acceptable for delegation.

Suggestions for Use:

The grid can be used:

- By nurses in planning care for a group of patients. Each worksheet can be used to score the needs of up to four clients and allows comparison of those client situations.
- By nurse managers to evaluate the delegation needs of a client unit or a client caseload.
- For staff education regarding delegation.
- For orientation of new staff, both nurse and UAP.
- For nursing education programs providing basic managerial skills for students.
- For Member Boards responding to questions about delegation (to assist in identification of elements to be considered). (*Boards may consider including this tool as part of a delegation information packet.*)
- For orientation of new board members and attorneys.
- For Member Board workshops and presentations regarding delegation issues.
- For evaluation of discipline complaints involving concerns regarding delegation.

The Delegation Decision-making Grid is based on a concept developed by the American Association of Critical Care Nurses, used in their unlicensed assistive personnel materials.

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Elements for Review		client A	client B	client C	client D
Activity/task	Describe activity/task:				
Level of Client Stability	Score the client's level of stability: 0. client condition is chronic/stable/predictable 1. client condition has minimal potential for change 2. client condition has moderate potential for change 3. client condition is unstable/acute/strong potential for change				
Level of UAP Competence	Score the UAP competence in completing delegated nursing care activities in the defined client population: 0. UAP - expert in activities to be delegated, in defined population 1. UAP - experienced in activities to be delegated, in defined population 2. UAP - experienced in activities but not in defined population 3. UAP - novice in performing activities and in defined population				
Level of Licensed Nurse Competence	Score the licensed nurse's competence in relation to both knowledge of providing nursing care to a defined population and competence in implementation of the delegation process: 0. Expert in the knowledge of nursing needs/activities of defined client population <i>and</i> expert in the delegation process 1. Either expert in knowledge of needs/activities of defined client population and competent in delegation <i>or</i> experienced in the needs/activities of defined client population and expert in the delegation process 2. Experienced in the knowledge of needs/activities of defined client population <i>and</i> competent in the delegation process 3. Either experienced in the knowledge of needs/activities of defined client population <i>or</i> competent in the delegation process 4. Novice in knowledge of defined population <i>and</i> novice in delegation				
Potential for Harm	Score the potential level of risk the nursing care activity has for the client (<i>risk is probability of suffering harm</i>): 0. None 1. Low 2. Medium 3. High				
Frequency	Score based on how often the UAP has performed the specific nursing care activity: 0. Performed at least daily 1. Performed at least weekly 2. Performed at least monthly 3. Performed less than monthly 4. Never performed				
Level of Decision-making	Score the decision-making needed, related to the specific nursing care activity, client (both cognitive and physical status) and client situation: 0. Does not require decision making 1. Minimal level of decision making 2. Moderate level of decision making 3. High level of decision making				
Ability for Self Care	Score the client's level of assistance needed for self-care activities: 0. No assistance 1. Limited assistance 2. Extensive assistance 3. Total care or constant attendance				
TOTAL SCORE					